PLC Team Meeting Minutes

PLC: Physical Science Date of Meeting: 9/14/2011

Chair: Tim Brown Scribe: Ms. Zalewski

I. Agenda Items accomplished during today's meeting:

* 1. Develop Norms
  2. Do self-assessment of PLC
  3. Unpack unit 2 on forces
  4. Discuss current student progress

TEAM’S SMART GOAL – Incorporate more remediation into the next units.

4 KEY QUESTIONS – to guide EVERYTHING we do

What is it we expect our students to learn? --- (Essential Learnings)  
 How will we know when they have learned it? --- (Assessments)  
 How will we respond when they don’t learn it? --- (Corrective Instruction)  
 How will we respond when they already know it? --- (Acceleration)

II. AFL Framework:

Examine Standards and Identify Essential Learnings

Unpack the Curriculum

Review / Develop Common Assessments and Establish SMART Goals

Plan and Deliver Instruction

Administer Assessments, Analyze Data, Begin Corrective Instruction

III. List of PLC team members:

Present Absent (only with Principal’s approval)

Tim Brown

Tavia Webley

Emily Zalewski

Ralph France

IV. Minutes including questions for the Leadership Team can be attached or written on the back.

A copy of this document should be sent to the Principal and Instructional Facilitator.

**Physical Science Minutes: 9/14/11**

**PLC Norms:**

1. Start on time
2. Allow chances for all to give input
3. Treat each other like professionals

**Self-Assessment**- do not have the form, will come back to once received

Created K-W-L-like chart to self-assess our PLC

|  |  |
| --- | --- |
| What We Already Do | What We Want To Improve |
| Examine Curriculum  Design Assessment  Upack Objectives  Plan Lessons  Deliver Instruction  Administer Assessment/Assign Task | Analyze Data  Determine Mastery   * Determine ways to effectively provide remediation for students after assessments * Suggested ideas🡪 identify key topics within a unit assessment to then provide remediation based on lowest area of achievement * Research the usefulness of Achievement Series and how it can be used to determine mastery and provide remediation. |

**Unpack Unit 2 Forces**

Used unpacking the curriculum template from AFL site to unpack Unit 2

See template

**Current Student Progress**

Finished first unit assessment, reevaluating lessons to determine how to better meet the students’ needs